

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
August 19, 2021**

CALL TO ORDER

Chair Goenner called the meeting to order at 5:30 p.m. at Clear Lake City Hall.

ROLL CALL

- Present: Chair Goenner, Vice-Chair Lawrence, Member Petty.
- Absent: Members White and Ranum.
- Staff Present: Director Smythe, Operator Forsell. Strande was absent.
- A quorum was declared present.
- No guests were present.

1. APPROVAL OF AGENDA

MOTION by Lawrence to approve agenda as presented, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.**

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. **Approval of Claims/Accounts Payable for May 2021**
- b. **Approval of Claims/Accounts Payable for June 2021**
- c. **Approval of Minutes from June 17, 2021 Regular Meeting**

MOTION to approve the Consent Agenda as presented was made by Lawrence, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.**

4. OLD BUSINESS

a. Plant Operator Position Update

- Smythe explained that the re-post only generated two candidates – one was interviewed, the other did not return phone calls. In addition, a candidate previously interviewed contacted staff and asked to be re-considered for the position. His application was still active/on file. Staff conducted a telephone interview with this applicant, as he had previously interviewed in person.
- After considering the two candidates, our interview panel would like to offer the position to Spencer Notch. He had previously declined the position, but asked to be reconsidered due to changed circumstances. Operator Forsell has worked with Notch in the past and believes he will be a good fit for the team.
- Members considered options. Staff noted the offer would be the same as previously, bringing Mr. Notch in at a step 3 with 2 years of service credit for PTO. Members were amenable to hiring Mr. Notch.

MOTION by Petty to hire Spencer Notch at step 3 salary with 2 years of service credit for PTO and a start date of September 7, 2021, seconded by Lawrence, all voted aye. **MOTION CARRIED 3-0.**

5. **NEW BUSINESS**

a. **Consider PTO Question**

Smythe explained that the staff need clarification of Operator Forsell's PTO. Due to his years of experience, he was given service credit at the time of hire for salary purposes, but PTO was not considered. He is now at his first anniversary and staff are unsure where in the PTO scale he should be. Members agreed that his service credit should apply to both salary and PTO.

MOTION by Lawrence to have Forsell's PTO reflect the same years of service as salary, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.**

b. **Consider Staff Sharing Agreement Draft**

Members considered the draft staff sharing agreement, which is intended to address staffing concerns in emergency situations as outlined in the agreement. It more clearly spells out who is responsible for staff costs in an emergency.

MOTION by Lawrence to approve, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.** Agreement will next go to the two cities for adoption.

c. **Treasurer Position**

Chair Goenner and Smythe outlined their meeting with Treasurer Mechtel. She wishes to leave the position. Smythe gave an overview of a possible option for Clearwater to take over this role. The current Accountant works 36 hours per week and would be amenable to taking on additional hours. Members discussed pros and cons of the draft agreement. Members agreed to take the proposal back to the City of Clearwater and revisit at October meeting.

d. **Res 2021-04 – Authorizing Change of Signatories and Check Signers**

MOTION TO TABLE by Lawrence until Treasurer Position is addressed, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.**

e. **2022 Preliminary Budget**

Smythe gave an overview of the proposed budget. There was discussion about capital needs and depreciation. Members would like to get a feel for the Authority's average operating costs without special projects and capital. Smythe will revisit prior audits to try to determine these amounts. Members would like to also see a "per unit" cost to determine the budget impact to user bills.

Operator Forsell explained the capital requests, which are the main driver of the budgeted increases. Member Petty would like Chief Operator Strande to check on when the blower pumps were last replaced. He believes that 2 were replaced as part of the RIBs project.

f. **Other Business**

None.

6. **REPORTS**

- Smythe reported that Ideal Energies attended the Clearwater City Council meeting in August to discuss the proposed solar project. They will visit Clear Lake in September and return to the Authority in October for reconsideration of their project.
- Forsell reported that Strande is getting a Lifetime Achievement Award from MRWA at the upcoming conference.
- Chair Goenner had questions about Strande's retirement. He will discuss further with Smythe.

7. **NEXT MEETING DATE – OCTOBER 21, 2021 at 5:30 PM**

Next meeting will be October 21, 2021 at 5:30 p.m. at Clearwater City Hall.

8. **ADJOURN**

MOTION to adjourn by Lawrence, seconded by Petty, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 7:25 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair